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17 April 1956

MEMORANDUM FOR: Director of Personnel

Attention: Chief, Placement and Assignment Division

SUBJECT : Clerical Requirements for PCS/DCI

1. As a result of a complete review of our clerical staffing requirements, we find an urgent requirement for the following:

<u>Title</u>	<u>Grade</u>	<u>Number</u>
a. Clerk-Typists	GS- 5	

2. Due to operational necessities, these clerk-typists will be required to supply coverage for twenty-four (24) hours per day and may be either male or female.

3. We realize the present clerical situation within the Agency but find that our requirements necessitate requesting your immediate support. These requirements will become more critical if assistance cannot be furnished on or before 1 May 1956.

Assistant Personnel Officer
PCS/DCI

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JWW/ht